

Preface

It is matter of great pride and privilege to introduce our Institute. Shri. Shamrao Patil (Yadravkar) Educational & Charitable Trust's, Sharad Institute of Technology, College of Engineering, Yadrav (Ichalkaranji).SITCOE is Autonomous Institute, NBA accredited programs and NAAC 'A' grade Technical institution in the State of Maharashtra. SITCOE has been established in the year 2009 with a view to “**Build a Bright Future**” for the young people of the Rural part of our Country. The College is approved by AICTE, New Delhi, recognized by Govt. of Maharashtra i.e. DTE, Mumbai and affiliated to DBATU Lonere. Sharad Institute of Technology, College of Engineering, Yadrav is one of the youngest institutes in India to become Autonomous Institute merely in the journey of Eleventh year only.

Definitions

1. “UGC” means University Grant Commission
2. “AICTE” means All India Council for Technical Educations
3. “University” means Dr. Babasaheb Ambedkar Technological University, Lonere.
4. “College” means Sharad Institute of Technology, College of Engineering, Yadrav.
5. “SITCOE” means Sharad Institute of Technology, College of Engineering
6. “Academic Council” means apex academic body governing the academic programmes and policies in Sharad Institute of Technology, College of Engineering, Yadrav.
7. “BoG” means Board of Governors (Administrative Council) in Sharad Institute of Technology, College of Engineering, Yadrav.
8. “BoS” means Board of Studies-departmental academic body common for UG and PG programmes.
9. “BoE” means Board of Examinations
10. “DAAB” means Departmental Academic and Advisory Board
11. “PAQIC” means Program Assessment and Quality Improvement Committee
12. “Program” means a specific branch of engineering such as Mechanical Engineering, Civil Engineering etc.
13. “NEP” means National Education Policy
14. “Semester” means period in which academic activities are carried out in SITCOE.
15. “Course” means subject containing theory/laboratory/seminar/project/mini project.
16. “Course credit” means weightage assigned to a course.
17. “Grade” means double letter assigned to indicate the performance of student in a course.
18. “SGPA” means Semester Grade Point Average, related to particular semester
19. “CGPA” means Cumulative Grade Point Average
20. “ATKT” means Allowed To Keep Term
21. “Academic R&R” means Academic rules and regulations to be followed by students

Vision of the Institute

To be a centre of excellence in technical education by using cutting edge technology that produces competent engineers of today and tomorrow to serve

Mission of the Institute

- ❖ To impart quality education by implementing state-of-the-art teaching-learning methods to enrich the academic competency, credibility and integrity of the students.
- ❖ To facilitate a conducive ambience and infrastructure to develop professional skills and nurture innovation in students.
- ❖ To inculcate sensitivity towards society, respect for environment and promote high standards of ethics.

Quality Policy

We at Sharad Institute of Technology College of Engineering are committed to provide best quality in planning, design and effective implementation of technical education by involving all stakeholders, upgrading facilities and faculty through continuous improvement.

1. INTRODUCTION

1. All Eight Under-Graduate (UG) Engineering programmes *viz.* Civil Engineering, Mechanical Engineering, Electrical Engineering, Electronics & Computer Engineering, Computer science and Engineering, Mechatronics Engineering, Artificial Intelligence and Data Science, Automation and Robotics shall be governed by the rules and regulations provided in this version of academic R&R.
2. The curriculum of each programme provides
 - a. broad based knowledge;
 - b. quality content of courses;
 - c. academic flexibility;
 - d. scope for multi-disciplinary learning activities;
 - e. opportunity for industry oriented projects.
 - f. multidisciplinary minor approach
3. The curriculum structure & Teaching and Evaluation Scheme is designed in line with the outcome based education (OBE) system. Apart from programme requirements, students shall compulsorily undergo foundation courses on sciences, humanities, and engineering; courses on management and economics. The stringent evaluation norms shall be followed to maintain quality of engineering education. The examination system is transparent and governed by rules, regulations and time-bound activities.
4. The medium of instruction throughout the programme shall be in **English**.
5. The semester system is adopted for academic activities in the college. Normally, all odd semesters start in the **First Week of July** except for **First semester** and end in last week of October. All even semesters start in the **First Week of December** and end in first week of April. The start of first semester for B. Tech. and M. Tech. shall be governed by admission schedule declared by Government of Maharashtra. Academic calendar shall be prepared and displayed before the start of every academic year.
6. The rules and regulations mentioned in this document shall be common to all undergraduate programmes (B.Tech.) offered by the college.
7. The provisions made in this document shall govern the policies and procedures, curriculum, course delivery, evaluation system and conduct of the examinations.
8. The rules and regulations here under shall be subjected to amendment made by the Academic Council (AC) from time to time, based on the recommendations of the BoS. All such amendments shall be applicable to all further batches including those already undergoing the programme.
9. The rules and regulations formulated in this document shall be subjected to revisions/refinement/updates/modifications through approval by the AC, from time to time, and shall be binding on all concerned stake holders, including the students, faculty, staff, departments, and institute authorities.

2. ORGANIZATION STRUCTURE AND ACADEMIC BODIES

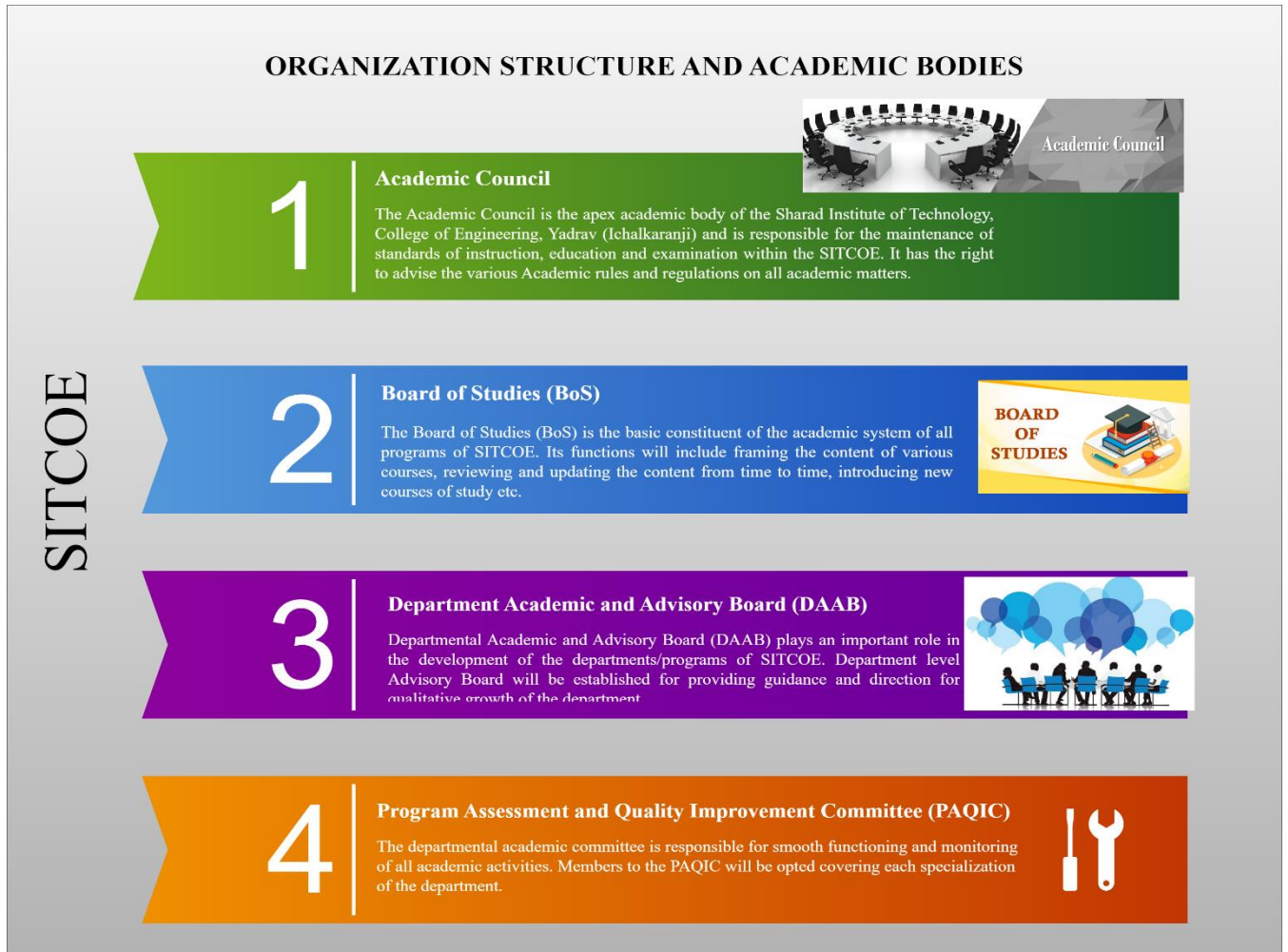


Figure1: Flowchart of Organization Structure and academic Bodies

1. The academic administration of the college consists of committees and functionaries. The committees are Program Assessment and Quality Improvement Committee (PAQIC), Department Academic and Advisory Board (DAAB), Academic Council, Board of Governance (BoG) and functionaries are Executive Director, Principal, Dean Academics, Controller of examinations, Registrar, all Heads of Department, and autonomous coordinators of all programs.
2. The academic programmes of the college shall be governed by Rules and Regulations approved by the AC from time to time. The AC is a statutory and supreme body that governs all academic matters of the college, and the decisions of Chairman (AC) (Principal of the college) shall be final in regard to all academic issues. All academic activities shall be scheduled through an approved academic calendar notified in the beginning of each academic year. ASC shall continuously assess the academic activities and makes appropriate revisions/modifications/improvements as and when required under emergent situations.
3. The college offers undergraduate programmes in engineering. The academic departments and the respective programme offered are given in Table 1.

Academic Rules and Regulations

4. The normal duration of these academic programmes is eight semesters. An extension to this period may be given subjected to approval by academic council.

Table: 1 Department and Programs offered in SITCOE

Sr. No.	Department	Name of the Program	Program Code
1	Civil Engineering	Bachelor of Technology (B.Tech) in Civil Engineering	CE
2	Mechanical Engineering	Bachelor of Technology (B.Tech) in Mechanical Engineering	ME
3	Electrical Engineering	Bachelor of Technology (B.Tech) in Electrical Engineering	EE
4	Computer Science and Engineering	Bachelor of Technology (B.Tech) in Computer Science and Engineering	CS
5	Electronics and Computer Engineering	Bachelor of Technology (B.Tech) in Electronics and Computer Engineering	EC
6	Artificial Intelligence and Data Science	Bachelor of Technology (B.Tech) in Artificial Intelligence and Data Science	AD
7	Mechatronics Engineering	Bachelor of Technology (B.Tech) in Mechatronics Engineering	MT
8	Automation and Robotics	Bachelor of Technology (B.Tech) in Automation and Robotics	AR

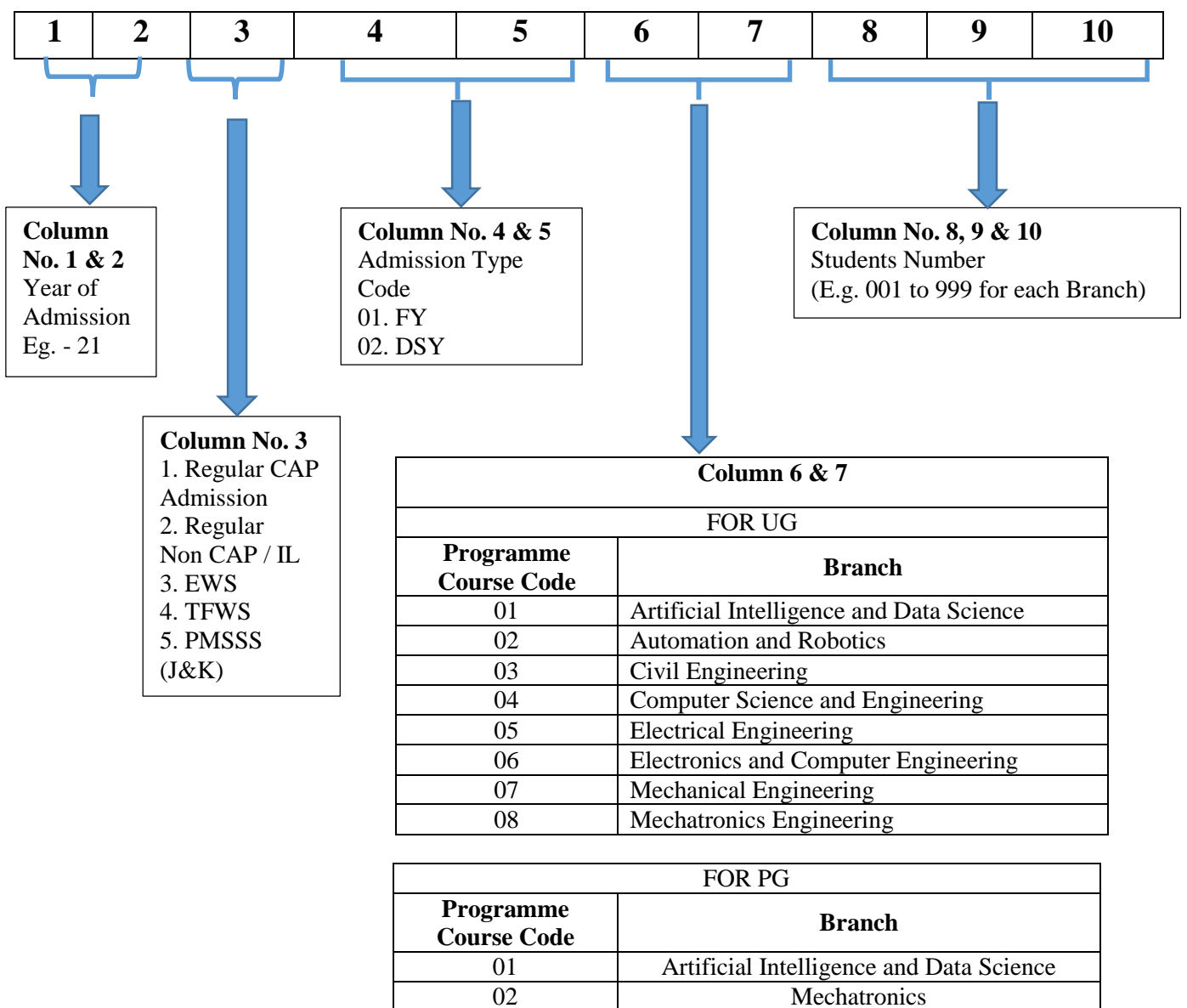
3. ADMISSION

- The admission process and eligibility to various undergraduate programmes for regular entry (first year) and lateral entry (second year) are governed by the norms and procedures of Government of Maharashtra.

[Note: Regular entry refers to admission of students for first, second (excluding lateral entry), third, and final year of the programme in odd semesters.

Lateral entry refers to admission of students for second year directly through Diploma qualification.]

- Every student admitted shall have his/her Permanent registration number. The registration number shall have ten digits. Permanent Registration Number will be assigned to student after confirmation of admission with following coding.



Academic Rules and Regulations

5. **Change of Programme/Branch:** Students shall be eligible to apply for change of programme (branch) after completing the first two semesters. The following rules/guidelines shall be used for considering their application for change:
- i. The process of change of programme (branch) shall be carried out purely on merit basis subject to the rules of admissions prevailing at the time of such change.
 - ii. All such transfers shall be effected only once at the beginning of third semester. No application for change of branch during subsequent semesters shall be entertained.
 - iii. Students allotted with a branch of their choice should accept it and no further request for change shall be entertained.
 - iv. There shall be no change in PRN number for students availing facility of branch change.
 - v. Students with fail grade (FF) in any course and/or having backlogs shall not be eligible to apply
 - vi. The request for change of branch by a student from any program (branch) e.g. Electrical to Computer Science and Engineering, shall be considered if number of students of Computer Science and Engineering does not exceed the sanctioned capacity of the same program (branch).
6. **Termination of student from the program:** A student shall be terminated from the programme in the following cases:
- i. Students those involved in **Ragging** and not obeying **Discipline** stipulated by college.
 - ii. Not completing programme in prescribed period: Students shall have to complete B. Tech. programme in maximum period of **6 years (12 semesters) for Regular entry (FY)** and **5 years (10 semesters) for lateral entry (direct second year students)** from the date of first admission. However, genuine cases with proper justification may be referred to AC for extending programme completion period.

4. ACADEMIC CALENDAR

1. The academic activities of the college shall be governed and executed by academic calendar prepared by Dean Academics and approved by the academic council. It shall be notified at the beginning of each academic year. The Academic calendar shall incorporate start of academic activities, continuous monitoring of academic activities, examination/evaluation, preparatory leave, course feedback, course/graduate exit survey, co-curricular activities, extra-curricular activities, holidays, compensation for academic loss, academic audit, and vacation slots.
2. The curriculum shall be typically delivered in two semesters in an academic year i.e Odd Semester and Even Semester. Each semester shall be of approximately 20-22 weeks (120 days) duration, including evaluation, grade moderation and result declaration. Generally, 13-14 weeks (78-84 days) for course content delivery and 4-6 weeks (20–30 days) for examination/evaluation shall be assigned in each semester. The academic session in each semester shall provide at least 75 teaching days, with 40 hours of teaching per week. The first and second semesters of an academic year normally shall begin from first week of July and first week of December respectively.
3. The non-conduct of academics on any particular teaching day for what so ever reason shall be made up by having the class/lab/teaching sessions conducted on a suitable Saturday by following the particular class time table of that teaching day which was so lost.
4. The academic calendar should be strictly adhered to, and all other activities including co-curricular and extra-curricular activities should be scheduled so as not to interfere with the curricular activities as stipulated in the academic calendar.
5. One Page Academic Calendar shall be provided to each student at the beginning of each academic year containing, academic activities such as submission of assignments/practical's/tutorials/case study etc., examination schedule including preparatory leaves, meeting with students etc.

5. ATTENDANCE

1. All students should attend the classes and expected to be regular (**100% attendance**) for all the courses. The attendance records of students should be maintained by the course teacher and defaulter list is prepared in every 15 days. The students should check their attendance and should contact respective course teacher for any discrepancy/grievance.
2. A maximum of **25%** exemption in the attendance may be permitted for the approved leave of absence from HoD/Program Coordinator/ Academic Coordinator/class teacher for participating in co-curricular/extra-curricular activities/medical emergencies/reasons beyond the control of student. Students with more than 75% attendance shall not be imposed with any penalty.
3. **Defaulter/ Detain/Not eligible students:**
 - i. Student failing to secure 75% attendance in odd/even semester, he/she will be considered as Defaulter/ Detain/Not eligible for the same semester.
 - ii. The detained student will not allowed to appear for the examination of the semester in which his/her attendance is less than 75%.
 - iii. The detained student will have to re-register for the semester in the next academic year.
 - iv. Detained students will be able to re-register for odd semester courses in odd semester only and even semester courses in even semester only in the next academic year.
 - v. If the student is defaulter for odd semester, he/she is not eligible to appear odd and even end semester examination, re-examination& remedial examination in same academic year.
 - vi. If the student is defaulter for even semester, he/she is not eligible to appear end semester examination, re-examination& remedial examination for even semester in same academic year.
 - vii. If the student is defaulter for even semester, he/she can register for remedial examination of odd semester in the same academic year. (If applicable) & backlog examination in next academic year (if applicable).
 - viii. The detained students permitted to register for the odd/even semester in which he/she is detained in the next academic year.
 - ix. Exceptions maybe considered at the discretion of the Academic Council.

6. CURRICULUM

1. There shall be a prescribed course structure for each of the academic programmes and in general terms it shall be known as the curriculum of courses of study. The curriculum prescribes all the courses of study semester-wise with credits, assigned teaching/contact hours, evaluation scheme and minimum requirements for the award of degree. The curriculum revisions/reforms/revamping shall be a continuous process governed by outcome based education, choice based credit system and AICTE guidelines.
2. The components of curriculum with the weightages assigned are given in Table 2. The weightage given for these components are in line with those suggested by AICTE.

Table: 2 Components of Curriculum

Semester Course Type		I	II	III	IV	V	VI	VII	VIII	Total Credits
Basic Science Course	BSC	06-08	08-10							14-18
Engineering Science Course	ESC	08-10	04-06							12-16
Programme Core Course	PCC		02	08-10	08-10	10-12	08-10	04-06	04-06	04-06
Programme Elective Course	PEC					04	08	02	06	20
Multidisciplinary Minor	MDM			02	02	04	02	02	02	14
Open Elective	OE			04	02	02				08
Vocational and Skill Enhancement Course	VSEC	02	02		02		02			08
Ability Enhancement Course	AEC	02			02					04
Entrepreneurship/Economics/Management Courses	HSSM			02	02					04
Indian Knowledge System	IKS		02							02
Value Education Courses	VEC			02	02					04
Research Methodology	RM								04	04
Community Engaged Project	CEP			02						02
Project									04	04
Internship/ On Job Training	IFT								12	12
Co-Curricular Courses	CC	02	02							04
Total Credits (Major)		20-22	20-22	20-22	20-22	20-22	20-22	20-22	20-22	160-176

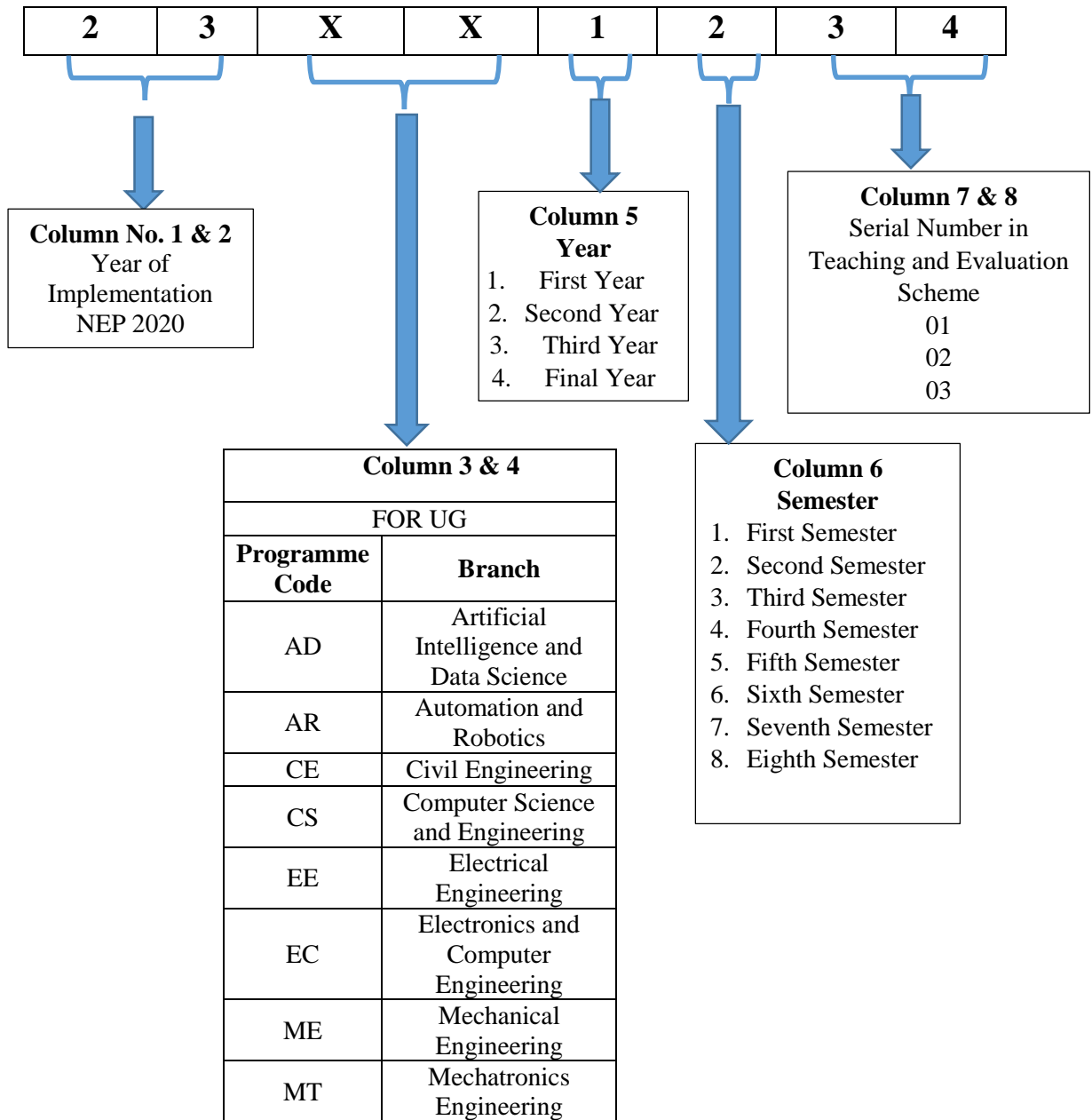
3. The curriculum shall have credit and audit courses. The structure of curriculum for a programme and course syllabi is approved by academic council on recommendation of respective Board of Studies.
4. Normally number of courses in a semester shall not be more than six for theory and four for laboratory courses.

Academic Rules and Regulations

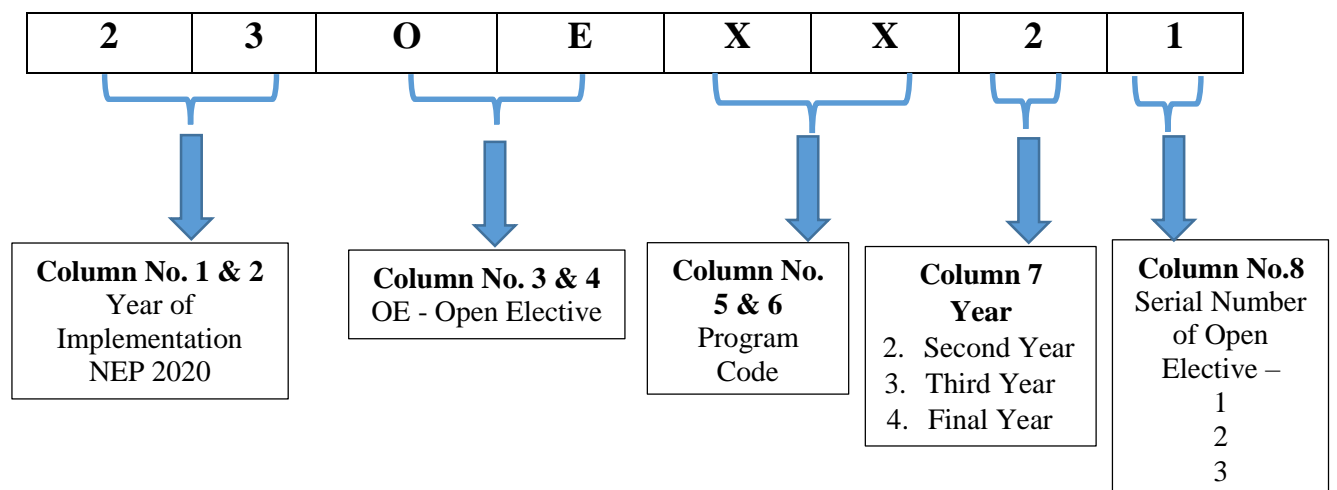
5. Open electives offered by any parent department shall be the courses listed in the curriculum structure under the open elective category. These shall be offered to students of any other department (excluding parent department) in 5th, 6th and 7th semester. As per NEP 2020, open elective courses will be offered from 03rd, 04th and 05th Semester as per illustrative structure provided by Directorate of Technical Education guidelines. Dean Academics will float open elective courses before 15 days prior to end of classes of each semester and collect preferences from students. Open electives will be allocated on the basis of CGPA/SGPA. Open electives offered by parent department will not be offered to students of parent program in any case.
6. Normally, professional and open electives shall be conducted if minimum of fifteen students opt for that elective course.
7. Mini project work shall start from first year, 02nd semester and the project groups shall be formed in first semester. In second year of engineering, the mini project/community engaged project (CEP) will be conducted through year. In third year of engineering, in 05th semester, mini project will be conducted and in some cases, it will be considered as preparatory work for Major Project/Capstone Project.
8. Major project/Capstone Project work shall be in 06th semester. Project work in the final year facilitates students in exhibiting their technical knowledge and professional skills to address a solution to societal/industrial problems. It also encourages students to work in teams and adopt project management skills. The final work for the project shall be carried out in 07th semester. The students shall have an option to carry out the project either within campus or in industry/autonomous institutes/reputed organizations. Normally, major project work shall be carried out by not more than four students in a group. The formation of project groups shall be based on policy of respective departments such as specialization of guides, sponsored project from Industry and project group shall be formed at the end of 05th semester of all program. The students shall be encouraged to opt for Sponsored Project at Industry/Institute (SPAI). The projects under SPAI/any project outside the campus require approval from concerned department.

Academic Rules and Regulations

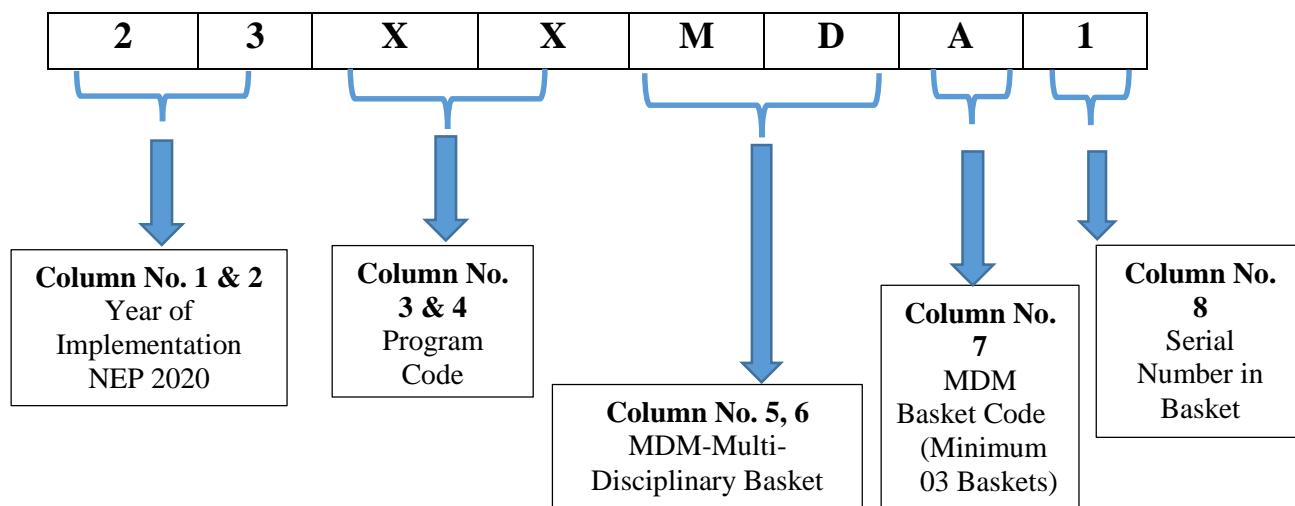
9. **Allocation of Course and Course Codes:** As Sharad Institute of Technology, College of Engineering has adopted National Education Policy 2020 from A.Y.2023-24.



10. **Allocation of Course Code to Open Elective:**



11. Allocation of Course Code to Multidisciplinary Minor Courses:



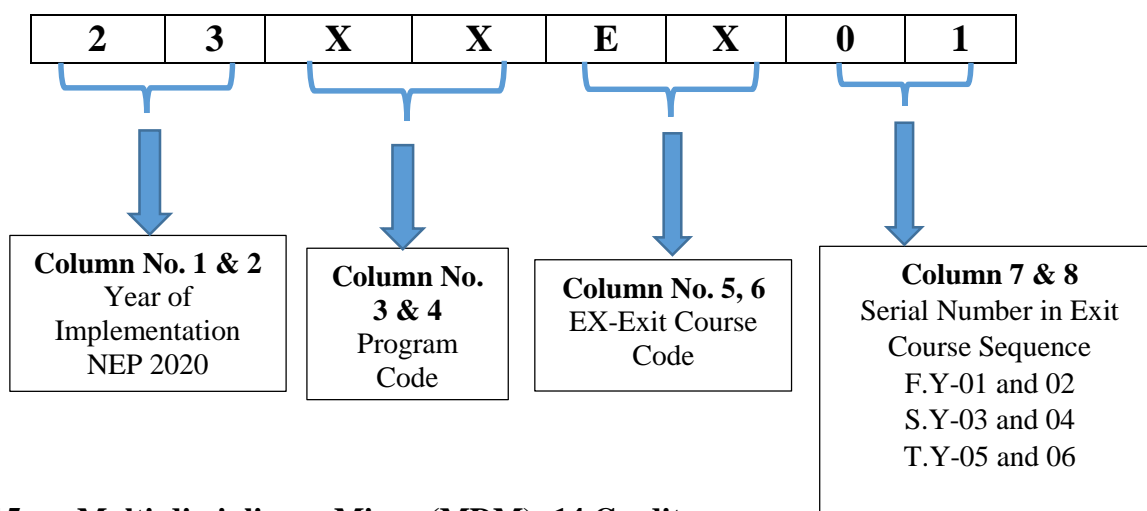
12. Allocation of Course Code to Aptitude Skills and Language Skill Courses:

- 23HSSM01-Aptitude Skills-1
- 23HSSM 02- Language Skills-1
- 23HSSM 03- Aptitude Skills-2
- 23HSSM 04- Language Skills-2

13. Modern Indian Language Courses: (23MILEXX)

- 23MILE01-Marathi
- 23MILE02-Hindi

14. Codes for Exit Courses:



15. Multi-disciplinary Minor (MDM): 14 Credits

- a) The Minor subjects may be from the different disciplines of the Engineering faculty, or they can be from different faculty altogether.
- b) The credits of compulsory Minor subjects shall be completed from the second year to the final year of UG Programme.
- c) Laboratory course should not be allocated to Multi-Disciplinary Minor (MDM) courses.

Academic Rules and Regulations

Semester III	01 Courses	02 Credits
Semester IV	01 Courses	03 Credits
Semester V	01 Courses	03 Credits
Semester VI	01 Courses	03 Credits
Semester VII	01 Course	03 Credits
	Total	14

16. Open Elective Courses (OE): 08 credits

- a) It is to be offered in Second and/or Third year.
- b) Faculty-wise baskets of OE shall be prepared by program.
- c) OE is to be chosen compulsorily from faculty other than that of the Major Discipline.
- d) Open electives offered by any parent department shall be the courses listed in the curriculum structure under the open elective category. These shall be offered to students of any other department (excluding parent department) in 5th, 6th and 7th semester. As per NEP 2020, open elective courses will be offered from 03rd, 04th and 05th Semester as per illustrative structure provided by Directorate of Technical Education guidelines. Dean Academics will float open elective courses before 15 days prior to end of classes of each semester and collect preferences from students. Open electives will be allocated on the basis of CGPA/SGPA. Open electives offered by parent department will not be offered to students of parent program in any case

- 17.** The Four-year Bachelor's Multidisciplinary Engineering Degree Programme allows the students to experience the full range of holistic and multidisciplinary education in addition to a focus on the chosen major and minors as per their choices and the feasibility of exploring learning in different institutions. The minimum and maximum credit structure for different levels under the Four-year Bachelor's Multidisciplinary Engineering UG Programme with multiple entry and multiple exit options are as given below:

Levels	Qualification Title	Credit Requirements		Semester	Year
		Minimum	Maximum		
4.5	One Year UG Certificate in Engg./ Tech.	40	44	2	1
5.0	Two Years UG Diploma in Engg./ Tech.	80	88	4	2

Academic Rules and Regulations

5.0	Three Years Bachelor's Degree in Vocation (B. Voc.) or B. Sc. (Engg./ Tech.)	120	132	6	3
6.0	4-Years Bachelor's degree(B.E./ B.Tech. or Equivalent) in Engg./ Tech. with Multidisciplinary Minor	160	176	8	4
6.0	4-Years Bachelor's degree (B.E./ B.Tech. or Equivalent) in Engg./ Tech.- Honors and Multidisciplinary Minor	180	194	8	4
6.0	4-Years Bachelor's degree (B.E./ B.Tech. or Equivalent) in Engg./ Tech.- Major Engg. Discipline with Double Minors (Multidisciplinary and Specialization Minors)	180	194	8	4
6.0	4-Years Bachelor's degree (B.E./ B.Tech. or Equivalent) in Engg./ Tech.- Honors with Research and Multidisciplinary Minor	180	194	8	4

7. EVALUATION GUIDELINES OF THEORY AND LABORATORY COURSES

Credit System:

The primary purpose of the credit system is continuous evaluation of a student's performance which is measured by the number of credits the student has earned. Typically, credit measures the quantum of work involved in a course.

Credit Definition:

1 Hr. Lecture (L) per week	1 Credit
1 Hr. Tutorial (T) per week	1 Credit
2 Hours Practical (P) per week	1 Credit
1 Hr. Practical (P) per week	0.5 Credit

Range of Credits: In the light of the fact that a typical Model Curriculum of AICTE Four-year Under Graduate degree program in Engineering and National Education Policy 2020 has about 160-176 credits, the total number of credits proposed for the four-year B. Tech. (Engineering & Technology) is kept as 168-172.

- 1. Evaluation of Theory Courses:** Theory courses will be evaluated on the basis of Continuous Assessment, Mid Semester Examination and End Semester Examination.

Sr. No	Course and Units	No. of Lectures available in Semester	CA1	CA2	MSE	ESE
01	03 Credit Course: No. of Units-06	36-42	10	10	30	50
02	02 Credit Course: No. of Units-06	24-30	10	10	30	50
03	01 Credit Course: No. of Units-04	12-15	05	05	15	25

Evaluation of Continuous Assessment Marks: Assessment is the process of collecting, recording, scoring, describing and interpreting information about learning. Assessments should be continuous to include both formative and summative components in a timely fashion for continuous feedback.

- a) Assignments:** An assignment is a piece of academic work or task. It provides opportunity for students to learn, practice and demonstrate they have achieved the learning goals. It provides the evidence for the teacher that the students have achieved the goals. The assignment can focus on a product as output (e.g. research report, design, prototype, etc.) and/or a process (e.g. research process, group process) and/or the performance of individual skills or competences (e.g. professional skills, communications skills). An assignment should contain Questions (preferably not more than 03) on designed curriculum and descriptive answers are expected from students.

Academic Rules and Regulations

The assessment must be designed with learner attributes in mind. These attributes, which have clear linkages to Program Education Objectives and Outcomes, stem from the taxonomy.

- a) Class Assignment
- b) Home Assignment

For Continuous assessment 1, average of first two/three marks should be considered and for continuous assessment 2, average of first two/three marks should be considered.

- b) **Case Studies:** Students analyse a given case (real or fictional) and come to solutions regarding some given issues or questions. These case studies can be evaluated and marks will be considered for CA1 or CA2.
- c) **Class Tests/Quiz:** Traditionally essay type, time- constrained, internal exams. Unit-wise test can also be conducted and evaluated marks can be considered for CA1 or CA2.
- d) **Open Book Exams:** Students allowed to get books of their choice for reference for open book examination on particular topics.
- e) **Quizzes/ Objective Tests / Recognition Type (such as MCQs; True or False; Matching; Classifying) /Recall Type -Filling Blanks; One word / Phrase Answers:** Structured Tests; short duration.
- f) **Field Assignments:** Field visit with report
- g) **Group Tasks Group Discussion/ Fishbowl Technique / Role Play / Authentic Problem Solving:** Small groups of 2-5; Members work on a joint task

By considering above, course coordinators will prepare plan of concern assessment before start of semester and same will be discussed with students. As per the above mentioned points/functional assessment tools should be defined by course coordinator with concern and approval of Head of Departments. Any three Assessment tools can be used and its average marks can be considered for evaluation purpose.

2. **Evaluation of Laboratory Courses:** Laboratory courses will be evaluated on the basis of Continuous Assessment, Practical Performance of students individually and in a group, Viva/Oral Examination, and practical oral examination.
 - a) **Practical Performance of the student (Lab work, Computer simulations/Virtual Labs, Craft work, Work Experience):** All the tasks involve a major component of working with one's hands. Used as a complement to theory
 - b) **Viva/ Oral exam:** Conducted individually or in small group; usually accompanying practical test
 - c) **Seminar/Paper Presentations:** Group or individual work depending on class strength
 - d) **Poster Presentations:** Students can learn from each other's posters; Develop research, creativity and discussion skills.

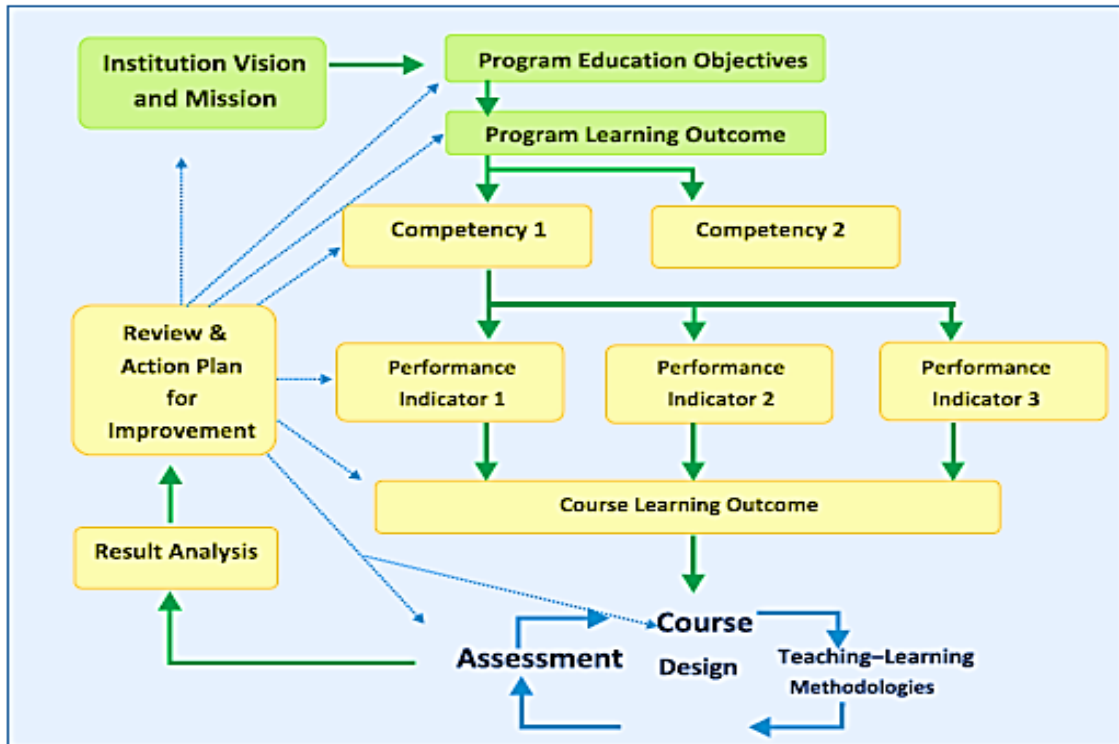


Figure 2: Evaluation Criterion

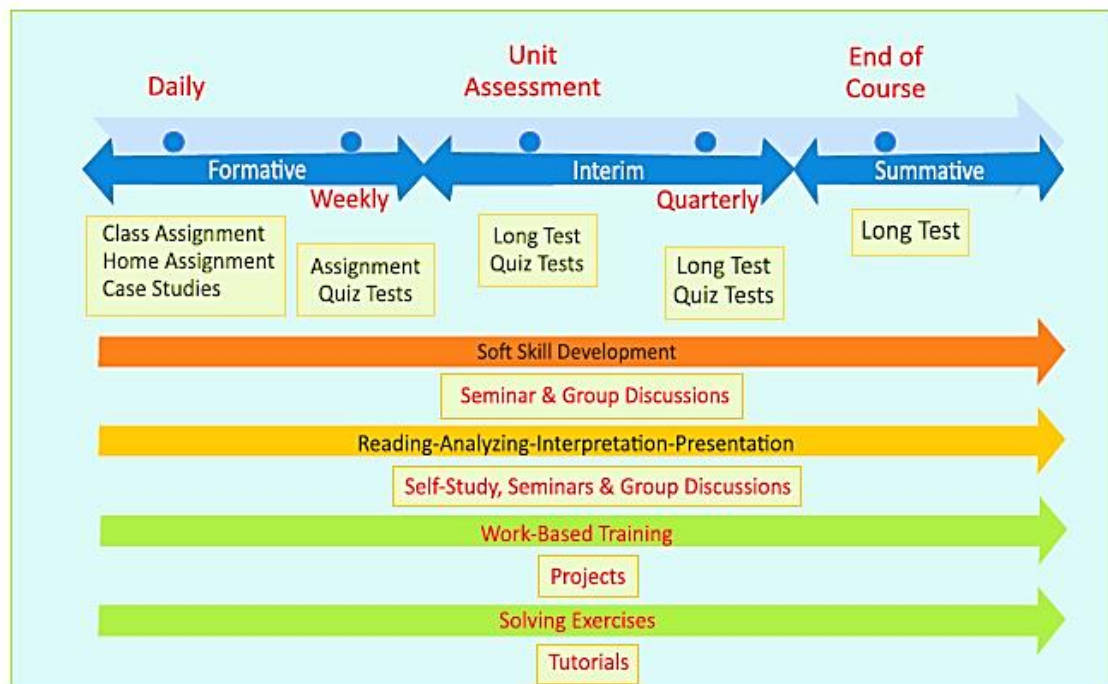


Figure 3: Assessment Tools

3. Evaluation Guidelines of Self Learning Courses for Final Year B. Tech.:

1. The credit distribution will be as follows:
 - 04 Week Course = 01 Credit**
 - 08 Week Course = 02 Credit**
 - 12 Week Course = 03 Credit**
2. **B.Tech Self-Learning course must be of 12 Weeks only.** Each course will be assigned to course coordinator and course coordinator will take follow up of Week wise assessment and marks obtained.
3. **Guidelines for Continuous Assessment 1 and 2 (CA 1 and CA 2):** For 12 week course, Continuous Assessment 1 marks will be given on the basis of **Best of Four of First Six Week Assignment Marks of SWAYAM-NPTEL (Week 1 to Week 6)** and Continuous Assessment 2 marks will be given on the basis **Best of Four of Last Six Week Assignment Marks of SWAYAM-NPTEL (Week 7 to Week 12).**

$$\text{Marks obtained} = \frac{5 \times \text{Best of two \% of marks obtained in the week specified in criteria}}{100}$$

Considering above formula for Best of two Assignment out of three Assignments, Continuous Assessment 1 (CA 1) and Continuous Assessment 2 (CA 2) marks will be evaluated.

4. **Mid Semester Examination (MSE):** Average Marks of Online Assignments (Week 4 to Week 9) will be considered for the evaluation
5. **End Semester Examination (ESE):** End Semester Examination (ESE) Marks will be considered from Proctored Examination of SWAYAM NPTEL Certification.

$$\text{ESE marks obtained} = \frac{\text{Proctored Exam Score} \times 50}{75}$$

Sr. No.	Evaluation Scheme	Evaluation Guidelines of SITCOE	Criteria	Maximum Marks
1	Continuous Assessment 1	Online Assignments (Week 1 to Week 3)	Best of Two out of three Assignment	10
2	Continuous Assessment 2	Online Assignments (Week 10 to Week 12)	Best of Two out of three Assignment	10
3	Mid Semester Examination	Online Assignments (Week 4 to Week 9)	Marks of Six Assignments	30
4	End Semester Examination	Proctored Examination by SWAYAM NPTEL	SWAYAM NPTEL Examination	50
			Total	100

6. Those students who missed first three week assignments (Week 1 to Week 3) or last three week assignments (Week 10 to Week 12) and got zero marks in CA1 or CA2, but if they successfully passed NPTEL-SWAYAM examination, following criterion is used:

- a) For Continuous Assessment (CA1 and CA2):

$$\text{Continuous Assessment marks} = \frac{\text{Online Assignment Marks} \times 20}{25}$$

The above continuous assessment marks will be distributed equally as CA1 and CA2

- b) Mid Semester Examination: For Mid Semester Examination evaluation, 30% of proctored examination of NPTEL-SWAYAM is considered.

Marks obtained in Mid Semester Examination (MSE)

= 30% of Proctored Examination marks printed on NPTEL SWAYAM Certificate

- c) End Semester Examination: For End Semester Examination, 70% of proctored examination of NPTEL-SWAYAM is considered.

Marks obtained in End Semester Examination (ESE)

= 70% of Proctored Examination marks printed on NPTEL SWAYAM Certificate

4. Evaluation Guidelines of Internship/On Job Training.

The general procedure for internship is given below:

- **Step 1:** Collect Request Letter/ Email from the IIC member of the department.
- **Step 2:** Industry will confirm the internship slots and the number of seats allocated for internships via Confirmation Letter/ Email and submit the confirmation letter to the IIC member of the department.
- **Step 3:** Students should collect all the internship formats (Attendance sheet, progress review report, and certificates etc.) before joining internship from the IIC member of the department.
- **Step 4:** Students undergo internship at the concerned Industry / Organization. In-between Faculty Member(s) will verify the performance of students once/twice by visiting the Industry/Organization. At the time of verification faculty member must discuss regarding the problem statement, possible solution and project work possible if any on the problem statement submitted by the student.
- **Step 5:** Each student must submit one problem statement on or before their first progress presentation. Without problem statement, students will not be allowed for progress presentation.
- **Step 6:** Students will present internship progress work in offline mode (As per

Academic Rules and Regulations

schedule) and students will submit internship report after completion of internship. (Format is attached).

- **Step 7:** Internship Certificate must be obtained from industry (Min 18-20 Weeks).
- **Step 8:** Final internship report should include all the formats given and certificate from industry.

INTERNSHIP EVALUATION SCHEDULE:

- **Start of internship-** 01st or 02nd week of December (Tentatively).
- **Last date to join internship-** 03rd week of December (Tentatively).
- **CA I presentation-** After completion of 08 weeks of internship as per schedule.
- **CA II presentation-** After completion of 16 weeks of internship as per schedule.
- **Final internship presentation-** After completion of Minimum 18 weeks of internship as per schedule.

Important Note: If any student fails to complete above internship programme as per guidelines of AICTE, then he/she will not be allowed to appear any examination of above stated course and there will be extension of six months and their internship course will start from 01st July.

INTERNSHIP EVALUATION PROCESS:

CA I and CA II (50 Marks)-

- Departmental Internship Coordinator will assess for 20 Marks.
- Project guide will assess for 15 Marks.
- Departmental evaluation committee member will assess for 15 Marks.

For CA I:

- Students have to present their progress till date.
- Students have to submit one problem statement in the given format only.
- Without problem statement students will not be allowed for CA I presentation.

For CA II:

- Students have to present their progress from CA I to till date.
- Students have to learn one specific technology or work on one specific task or on small project and have to submit small report of the same.
- Without this report students will not be allowed for CA II presentation.

ESE (100 Marks):

- 100 Marks based on final presentation (External Examiner).

Academic Rules and Regulations

For ESE:

- Students have to submit their final internship report attaching internship completion certificate from industry or organization along with all the formats provided by institute.

Note:

- If student joins after the designated institute deadline, their CA I, CA II and ESE marks will be curtail by 10 percent.

8. GUIDELINES FOR EXIT POLICY

As per NEP 2020 guidelines, if student wants to exit from F.Y./S.Y/T.Y to complete One Year U.G Certificate/ Two Years UG Diploma in Engg./ Three Years Bachelor's Degree in Vocation (B. Voc.) or B. Sc.(Engg./ Tech.) Tech. in engineering (Level 4.5/5.0/5.5 as per G.R), student must follow below mentioned guidelines:

1. Student have to apply for Exit/ One Year U.G Certificate in engineering within **One Week** after declaration of First Year (02nd Semester) /Second Year (04th Semester)/Third Year (06th Semester) End Semester result.
2. Student must **PASS** all the courses of First/Second/Third Year Curriculum till the Summer End Semester Examination for same academic year.
3. Student have to earn required credits as per the exit policy specified in respective program curriculum.
4. Student have to complete **required Exit Courses within 45 calendar days after approval from institute.**
5. As per the NEP guidelines, the duration for the completion of program is Six Years. If student fails to earn required credits to complete respective program within 06 years, then he/she will have to take readmission to First year.
6. Earned credits of students will be added in **Academic Bank of Credits (ABC).**
7. **Student has to pay Program Exit Fees/Summer Term Fees before applying for exit from respective program.**

9. COMMITTEES AND FUNCTIONARIES

A. Academic council: The Academic Council will be solely responsible for all academic matters, such as, framing of academic policy, approval of courses, regulations and syllabi, etc. The Council will involve faculty at all levels and also experts from outside, including representatives of the university and the government. The decisions taken by the Academic Council will not be subject to any further ratification by the Academic Council or other statutory bodies of the university. The composition and functions of the academic council are given below:

Composition:

- a) Principal of the college (Chairman).
- b) All Heads of department in the college.
- c) Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
- d) Not less than four experts from outside the college representing such areas as industry, education, engineering etc., to be nominated by the Board of Governors (BoG)/Administrative council.
- e) Three nominees of the university.
- f) Dean academics (Member secretary)

Functions and Powers:

- a) Scrutinise and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- b) Make regulations regarding the admission of students to different programmes of study in the college subjected to Government rules and regulations.
- c) Advise measures for improving the quality of teaching, study and research, innovative evaluation and teaching-learning methods.
- d) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- e) Recommend to BoG proposals for institution of new programmes of study.
- f) Recommend to BoG for institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- g) Advise the BoG on suggestions(s) pertaining to academic affairs made by it.
- h) Perform such other functions and such other duties as may be necessary and as may be assigned by BoG pertaining to academics.

Academic Rules and Regulations

B. Board of Studies: The Board of Studies (BoS) is the basic constituent of the academic system of an autonomous college. Its functions will include framing the syllabi for various courses, reviewing and updating syllabi from time to time, introducing new courses of study, determining details of continuous assessment, recommending panels of examiners under the semester system, etc.

The composition and functions of the Board of Studies are given below:

Composition:

- a) Chairman: Head of the concerned department
- b) Internal members: The entire faculty of each specialisation.
- c) Academic council nominee: Two experts in the subject from outside the college nominated by the Academic Council.
- d) University nominee: One expert nominated by the vice-chancellor from a panel of six recommended by Principal.
- e) Industry representative: One representative from industry/corporate sector/allied area relating to placement.
- f) One postgraduate meritorious alumnus to be nominated by Director.
- g) Co-opt members: Chairman, Board of Studies, may with the approval of the Director shall co-opt: Experts from outside the college whenever special courses of studies are to be formulated.

Functions and Powers:

- a) Review and revision of curriculum keeping in view the VMOs of the college and department, interest of the stakeholders, and national requirement for consideration.
- b) Ensure academic standard and excellence of the courses offered by the department.
- c) Recommend the curriculum for approval of the Academic Council.
- d) Coordinate research, teaching, extension and other academic activities in the department/college.

C. Departmental Academic and Advisory Board (DAAB): DAAB is another basic constituent of the academic system of an autonomous college. The composition and functions of the DAAB are given below:

- a) Chairman: Head of the concerned department
- b) Internal members: Two senior faculty members of department.
- c) Industry representative: One representative from industry/corporate sector/allied area relating to placement.
- d) One academician outside college.
- e) One meritorious alumnus.
- f) One parent.
- g) One student.
- h) Member secretary:

Academic Rules and Regulations

Functions and Powers:

- a) Formulate a process to review post-implementation effects of curriculum.
- b) Suggest measures to ensure academic standard and excellence of the courses offered by the department.
- c) Suggest methodologies for innovative teaching and evaluation techniques; enhancement of industry-institute interaction.
- d) Identify and recommend the need of new programme.
- e) Review target set for attainment of course outcomes and programme outcomes.
- f) Guide and provide support to department for enhancing interaction with outside world.
- g) Plan strategically to enhance the academic quality of department.
- h) Address concerns of stakeholders expressed through feedback.
- i) Defining and redefining the Programme Educational Objectives (PEOs) and Programme Outcomes (POs) based on the recommendations by departmental academic committee.
- j) Study the achievement of PEOs and POs reported by department academic committee and suggest measures for improvement.

D. Board of Examinations (BoE):

Composition:

- a) Director (Chairman)
- b) Controller of Examination (COE): Member Secretary
- c) Dean Academics
- d) University Nominee (COE of Shivaji University (SU) or his nominee not below the rank of Deputy Registrar)
- e) One expert possessing ten years of industrial/field experience nominated by the Chairman.
- f) Coordinators (Examination, Assessment, Results and Tabulation)

Functions and Powers: The BoE shall

- a) Ensure proper performance of the various duties in conducting examinations viz. paper setting, time table preparation, assessment and declaration of results.
- b) Recommend examination reforms and shall implement them after approval of academic council.
- c) Prepare the detailed time table of examinations as per the schedule approved by academic council.
- d) Arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means by the students, faculty, and invigilators.
- e) Chairman, BoE shall constitute Complaint Redressal Committee (CRC) consisting of three members as and when required to deal with the complaints related to the conduct of examinations.

Academic Rules and Regulations

- f) The recommendations of the CRC shall be approved by Chairman, BOE to take appropriate disciplinary actions in the concerned matter. The disciplinary actions shall be endorsed by the BOE.
- g) The BOE shall perform such duties and responsibilities that are assigned by Academic Council of the institute from time to time.

E. Programme Assessment and Quality Improvement Committee (PAQIC):

Composition:

- a) Head of Dept. (Chairman)
- b) Five faculty members (at least one from each specialisation) nominated by HoD

Functions and Powers:

- a) Review, revise and prepare curriculum structure following institutional policy, suggest improvements in syllabus of a course/s prepared by course teacher/s, and forward the curriculum to BoS for further recommendation.
- b) Check appropriateness of course objectives, course outcomes, and mapping of COs with POs and suggest necessary improvements/modifications.
- c) Monitor the academic progress throughout the semester, conduct of classes, and take appropriate corrective measures to improve quality of curriculum delivery.
- d) Review academic performance of students.
- e) Counsel the concerned course teachers for improvement based on student feedback, academic and question paper audit reports.
- f) Set target/s for attainment of course outcomes and programme outcomes.
- g) Formulate strategy to collect feedback from stake holders, analyse the collected feedback and forward the analysis to DAAB.
- h) Contribute to maintain academic standard, improve quality of the courses offered by the department and enhancement of industry-institute interaction.
- i) Suggest open and professional electives considering societal needs.
- j) Recommend methodologies for innovative teaching and evaluation techniques to BoS.
- k) Coordinate research, teaching, extension and other academic activities in the department/college.
- l) Carry out preparatory work for defining/redefining the Programme Educational Objectives (PEOs) and Programme Outcomes (POs) periodically.
- m) Monitor evaluation of course attainments leading to achievement of programme outcomes and re-report the results of assessment to BoS.

Faculty advisor /Mentor/Proctor: The faculty Advisor/Mentor will be appointed by the HoD of the parent department, who will be assigned a group (20 -25) of students of the concerned parent department, and will be valid throughout their duration of study.

The functions and duties of Faculty advisor/ Mentor / Proctor are:

- a) Help the students in planning their courses and related activities during their study period.
- b) Monitor, guide, advice and counsel the students on all academic matters.

Academic Rules and Regulations

- c) Interact with the students at least twice in a semester and maintain the records/minutes of meeting.

Course teacher: The functions and duties of course teacher are

- a) Conduct classes as per the time table issued by the HoD and maintain all academic records (Attendance on moodle, Evaluation, Attainment) for that course.
- b) Prepare course delivery and evaluation plan for student performance and distribute to all the students within the first week of each semester.
- c) Display students' performance in attendance and evaluation as stipulated in the academic RRs.
- d) Report to the HOD on a periodic (*monthly*) basis, the potential cases of very poor academic performance as well as those of low attendance.
- e) Submit continuous assessment marks to examination section as per the schedule in academic calendar.
- f) Document all academic records in the course book in a format specified by Dean QA and submit it for academic audit.

10. DISCIPLINE AND CONDUCT

- Any act of misconduct committed by a student inside or outside the campus shall be an act of violation of discipline of the college. Violations of the discipline shall include:
- a) Disruption of teaching, examination, administrative work, curricular or extra-curricular activity, and any act likely to cause such disruption.
 - b) Damaging or defacing the property inside or outside the college campus.
 - c) Engaging in any attempt at wrongful confinement of teachers, offices, employees and students of the college.
 - d) Use of abusive and derogatory slogans or intimidatory language or incitement of hatred and violence.
 - e) Ragging in any form ("Ragging" means causing, inducing, compelling or forcing a student, whether by way of a practical joke or otherwise, to do any act which detracts from human dignity or violates his person or exposes him to ridicule or to forbear from doing any lawful act, by intimidating, wrongfully re-straining, wrongfully confining or injuring him or by using criminal force to him or by holding out to him any threat of such intimidation, wrongful restraint, wrongful confinement, injury or the use of criminal offence. Supreme Court of India has defined ragging as a criminal offence.)
 - f) Eve teasing or disrespectful behaviour to women or girls students.
 - g) An assault upon, or intimidation of, or insulting behaviour towards a teacher, officer, employee or student or any other person.
 - h) Getting enrolled in more than one programme course of study simultaneously.
 - i) Committing forgery, tampering with documents or records, identity cards, furnishing false certificate or false information.
 - j) Organising instant agitation/meetings without prior permission in the campus.
 - k) Viewing/downloading obscene information/data, images and executable files, sending obscene mails/messages via Facebook / Instagram / Tweeter/ other social sites using college servers.
 - l) Sharing the login and passwords & other details of IT facilities provided to other students/outsideers.
 - m) Refusing to provide an identity card when demanded by any college authority.
 - n) Consuming or possessing alcoholic drinks, dangerous drugs or other intoxicants in the college campus.
 - o) Possessing or using any weapons and fire arms in the college campus.
 - p) Unauthorized occupation of hostel, Accommodating guests or other persons in hostels without permission.
 - q) Malpractice in examination.
 - r) Indulging in anti-national activities contrary to the provisions of acts and laws enforced by Government.
 - s) Any other act which may be considered by the Director or the Discipline Committee to be an act of violation of discipline

Academic Rules and Regulations

- Any act of indiscipline of a student reported to Principal/Concerned authority shall be referred to Grievance Redressal and Disciplinary Committee of the college. The Committee shall enquire into the charges and recommend suitable punishment if the charges are substantiated. The penalties/punishment/actions may include:
 - a) Written warning and information to the parents/guardian.
 - b) Imposition of fine ranging from Rs. 500/- upto Rs. 5000/-.
 - c) Suspension from the College/Hostel/Mess/Library/ or availing of any other facility.
 - d) Suspension or cancellation of scholarships/fellowship or any financial assistance from any source.
 - e) Recover of loss caused to college property.
 - f) Debarring from participation in sports/NSS/student club.
 - g) Disqualifying from holding any representative position in the Class/College/Hostel/Mess/Sports/Clubs and in similar other bodies.
 - h) Disqualifying from appearing in placement and receiving any awards.
 - i) Expulsion from the Hostel/Mess/Library/Club/College for a specified period by forfeiting fees.
 - j) Debarring from an examination.
 - k) Action as per Maharashtra anti-ragging act 1999.

- If a student is found guilty of malpractice in examinations then he/she shall be punished as per the recommendations of the Complaint Redressal Committee (CRC) constituted by BoE. The CRC shall inquire and decide the punishment by following the Guidelines for imposing punishment on examinee/s/others involved in unfair means. However depending on the situation, committee may quantify the severity of the punishment which may include:
 - a) Cancellation of the performance of the student in the course/s in which he/she was involved in malpractice.
 - b) Cancellation of the performance in that examination for all the courses.
 - c) Expulsion/termination from the college if repeatedly involved.
 - d) Stoppage of scholarships/stipend.
 - e) Issuing warning.
 - f) Debarring from the examinations for a specified period.

- Student/s involved in act of indiscipline/malpractice in examination shall be issued notice asking him/her asked to be present before the respective committee (GRDC/CRC) on the day at specified time and venue with his/her parents/guardian. He/she shall give written reply/oral explanation to the charges levelled against him/her for consideration. If the implicated student/s fails to appear before the committee, then decision shall be taken in absentia, on the basis of available evidence/documents, which shall be binding on the concerned student.

Academic Rules and Regulations

- Every admitted student shall be issued photo identification (ID) card which must be retained by the student while he/she is registered at SITCOE. The student must have valid ID card (authenticated with HoD in respective academic year) with him/her while in the institute.
- The MOBILE Phone is not allowed to use in college campus in any case.